

EXAMINATIONS SERVICES, JAPAN

Conditions for Administration of Examinations

(For private candidates/Admissions Testing)

With effect from Jan 2020



For candidates under the age of 18, this form must be signed by their legal parent/guardian/carer.

Section 1. Venue and Timings

Test venue:

Address: British Council | 1-2 Kagurazaka | Shinjuku-ku | Tokyo | 162-0825 | Japan

Telephone: +81 (0) 3-3235-8031

Timings:

2020 Admissions Testing examination date and time will be announced by the examinations board in due course. Candidates must arrive with their valid original passport or government-issued photo ID at least 20-30 minutes prior to the examination actual start time for bag storage, identity verification and examination announcement.

Section 2. Test Centre Fees Per Candidate

• Purpose of the fees	
➤	Receipt and storage of examination paper
➤	Arrangement for room hire and setup
➤	Invigilator's and invigilation fees
➤	Candidate coordination and examination administration
➤	Courier charges for returning answer scripts to the university/institution

• Structure of the fees	
Administration Fee Per Candidate	¥22,000 (¥20,000 + 10% consumption tax) Non-refundable and non-transferable
Fee Per Paper	¥11,000 (¥10,000 + 10% consumption tax) - <u>2 hours or more</u>
	¥5,500 (¥5,000 + 10% consumption tax) - <u>Less than 2 hours</u>

• Total local fees (examples for reference only)	
One Paper: 2 hours or more	¥33,000 = ¥22,000 + ¥11,000
One Paper: Less than 2 hours	¥27,500 = ¥22,000 + ¥5,500
Two Papers: 2 hours or more	¥44,000 = ¥22,000 + (¥11,000 x 2)
Two Papers: Less than 2 hours	¥33,000 = ¥22,000 + (¥5,500 x 2)

N.B. Only paper-based examinations can be administered.

Additional charges may be incurred for: Board fees required by awarding bodies, off-site examination hall hire (at cost price)

We can only begin the process of preparing for your examination once full payment has been confirmed and all sections of this document have been signed and returned to us.

To secure your examination booking, full payment must be made by BANK TRANSFER to the following account **within the next five working days.**

Local bank account details:

Citibank, N.A.

Yamabuki Branch

Current Account (Toza)

No. 9036060

BRITISH COUNCIL

Reminder when transferring money:

1. Please type your name as the payer's name when transferring money via ATM. (Please inform us if the payer's name is different from the candidate's name.)
2. Please note that you are responsible for **ALL bank charges*** in addition to the actual total examination fees.

*If you are **paying from overseas**, please contact us for our international bank account details.

*You are responsible for all bank charges, and we require all domestic and international transfers to us to be made with **the OUR instruction**, and not with SHA (Shared) or BEN (Beneficiary) when arranging for a remittance. The transfer amount must be the **actual total fees for our services PLUS ALL bank charges**, including intermediary/correspondent bank charges. Insufficient payment will be rejected. You will be required to re-process the payment and all additional bank fees incurred.

*This document and your original bank transfer slip is your receipt and proof of payment. A separate receipt will not be issued.

Section 3. Cancellation and Local Fee Refund Policy

Candidates are expected to notify any cancellation to the British Council, Japan in writing as soon as possible.

- Administration fees are non-refundable and non-transferable
- Claims for a refund of the local fee per paper will only be accepted if:
 - a. supported by a medical certificate from a recognised medical practitioner **OR**
 - b. if the university or examinations board rejects the candidate's examination application

Section 4. Agreement

Please complete and return the below form within the next five working days to:
exams@britishcouncil.or.jp

I hereby certify that I have fully understood the British Council's terms and conditions for administration of examinations and agree to be bound by them.

It is my sole responsibility to ensure that I am registering to take the correct examination(s) as required by my school/university/institution and that I am fully aware of all the rules, regulations and, terms and conditions of the examining body.

Your name (please print):	
Name of your institution/ examinations board:	
Your phone number:	
Your email address:	
Your current address:	
Date:	
Handwritten signature: (by a legal parent/guardian/carer if the candidate is below the age of 18)	
Are you under the age of 18?	Yes / No If yes, you must complete section 6 of this document

Disclaimer: The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the administrative/paper fees or retesting on a later date.

You are advised **NOT** to bring any unnecessary baggage or any valuables to the test venue as the British Council will not be responsible for any loss or damages.

Sharing data with a third party: British Council will use the information that you provide for administration of this programme. We shall only pass this information on to Cambridge Assessment Admissions Testing for use in administering this programme. British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection.

Section 5. Admissions Testing registration forms

IMPORTANT: The below examination entry can only be processed and submitted to the examinations board after we have confirmed receipt of the full payment and all sections of this document completed by the application closing date.

Please note that the application closing date is earlier for our test centre. Late entries are not accepted.

i. Provide the following information

It is very important to ensure that these details are accurate and match what you put in your UCAS application, so that your results can be sent to the correct university.

Name (exactly as it appears on their UCAS application and/or passport or national ID document)	
UCAS ID	
Gender	
Date of birth	
Access arrangements (if any)	
University and course applied to.	

ii. Alternatively, applicants for the below tests can fill out the corresponding registration form

BMAT October candidate registration form

<https://www.admissionstesting.org/Images/531051-bmat-candidate-registration-form-2019-document.docx>

MAT candidate registration form:

<https://www.admissionstesting.org/Images/531052-2019-mat-candidate-registration-form-document.docx>

STEP June candidate registration form:

<https://www.admissionstesting.org/Images/521915-step-2019-candidate-registration-form.docx>

Test of Mathematics for University Admission candidate registration form:

<https://www.admissionstesting.org/Images/531053-2019-test-of-mathematics-for-university-admission-candidate-registration-form-document.docx>

University of Cambridge pre-interview assessments registration form:

<https://www.admissionstesting.org/Images/531054-2019-university-of-cambridge-pre-interview-assessments-registration-form-document.docx>

University of Oxford admissions test registration form:

<https://www.admissionstesting.org/Images/531055-2019-university-of-oxford-admissions-test-registration-form-document.docx>

iii. Your examination entry code:

Candidates will be notified by the test centre that they have been successfully registered for the admissions test, by providing them with an examination entry code. Candidates must take their examination entry code with them to the test day.

Legal parent/guardian/carer signature (full name): _____

Date: _____

**Section 6. Child Safe Collection Consent Form
(only for candidates who are below the age of 18)**

Child's name:	
Child's date of birth:	
Date(s) of examination(s): (Please list all the examination dates)	
Collection arrangements: (Please sign and complete the corresponding section below)	Option 1) I consent for my child (aged 11 years or older) to leave the examination premises unaccompanied, <input type="checkbox"/>
	or Option 2) I do not consent for my child to leave examination premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below. <input type="checkbox"/>

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from examination premises. Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the test. We recommend that you keep a copy of this form for your records.

Who is this form for?

This form is to be completed by the parent/carer of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave examination premises unaccompanied.

Child Safe Collection Policy

The following applies to all British Council examination operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **10 years and under** are not permitted to leave examination premises unaccompanied. They must be collected by the parent/carer named on this form or by a person for whom the parent/carer has provided details.
- Children aged **11 years or older** are only permitted to leave examination premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

Complete this part if you have chosen Option 1 - Consent for children aged 11 years or older to leave examination premises unaccompanied:

I (your name) _____ hereby give permission to allow (child's full name) _____ to leave examination premises unaccompanied at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

Legal parent/guardian/carer signature (full name): _____

Date: _____

Complete this part if you have chosen Option 2 - Consent for children to be collected by the designated person/people identified in the table below:

Please note children aged **10 years and under** are not permitted to leave examination premises alone and the completion of the information below is **mandatory**.

Legal parents/guardians/carers of children **aged 11 years or older** who wish for the child not to leave examination premises alone must complete the information below identifying who is authorised to collect the child.

When the child is collected by the person/people listed 1identification must be presented to confirm identify. Acceptable forms of identification are: drivers licence, passport, identification card, residence card, birth certificate.

Last Name	First Name (s)	Relationship to the child (i.e. parent, carer, uncle, etc.,)

I (your name) _____ hereby confirm that the person/people listed are authorised to collect (child's full name) _____ - _____ at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

I certify that the above named person/people are aged **14 years** or older.

Legal parent/guardian/carer signature (full name): _____

Date: _____

Privacy around how we use your data

The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.